



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 7010.6K

MWR

14 Aug 97

CORRECTED COPY

BASE ORDER 7010.6K

From: Commanding General  
To: Distribution List

Subj: CHECK CASHING AND PROCESSING PROCEDURES FOR NON-  
APPROPRIATED FUND (NAF) ACTIVITIES

Ref: (a) Uniform Code of Military Justice (NOTAL)  
(b) MCO 7220.49A

Encl: (1) Sample First Notice Dishonored Check Letter (NAF)  
(2) Sample Second Notice Dishonored Check Letter (NAF)  
(3) Sample DD Form 139, Pay Adjustment Authorization for  
Active Duty and Reserve Marines  
(4) Sample DD Form 139, Pay Adjustment Authorization for  
Retired Marines

1. Purpose. To establish a uniform procedure for administrative or disciplinary action against persons who cash dishonored checks at military activities aboard this Base and to publish procedures for making involuntary collection of dishonored checks written to Nonappropriated Fund Instrumentality's (NAFI's).

2. Cancellation. BO 7010.6J.

3. Summary of Revision. To publish an up-to-date Order on check cashing processing procedures. Changes include:

a. Paragraph 5b. Clarifies requirement for staying on the dishonored check list indefinitely, and adds that persons with outstanding debts to the local Morale, Welfare and Recreation (MWR) 60 days past due will be placed on a dishonored check list.

b. Paragraph 5e through 5h. Sets requirements for length of time to remain on the dishonored check list.

c. Paragraph 6b(3). Service charge for dishonored checks is increased to \$25.

d. Paragraph 6b(4). Change in processing of pay checkage procedures.

e. Local Disbursing Officer requirements have been deleted.

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4. Information. The exceptionally high standards expected of Marines extend to the writing of personal checks. Marines and all other authorized patrons are responsible for having sufficient funds in their checking accounts to cover the checks they issue and for promptly redeeming any checks returned as dishonored, including applicable service charges as authorized elsewhere in this Order. Members of this Command and other authorized patrons will be provided a reasonable opportunity for making voluntary restitution for dishonored checks. Several of the MWR activities aboard this Base provide personal check cashing services, whether for cash or purchases, as a service to their patrons. When checks are returned by financial institutions without payment, i.e., "dishonored," MWR activities experience a loss of revenue and increased operating expenses. This results in reduced contributions to welfare and recreation programs. Knowingly writing a check on a nonexistent account or writing a check when there are known to be insufficient funds in one's account to cover such a check is a serious offense under Articles 121, 123, 123a, and 134 of reference (a) and federal and state laws.

5. Policy

a. Immediately upon receipt of a dishonored check by the MWR, the drafter of the check or the drafter's sponsor will be placed temporarily on the automated MWR and Army, Air Force Exchange Service (MWR/AAFES) Worldwide Dishonored Personal Check List. If the check is subsequently redeemed within 7 days of the date of the notification, or as agreed, removal from MWR/AAFES Worldwide Dishonored Personal Check List will be automatic. Persons failing to make voluntary redemption within 7 days of notification, or as agreed, will not be automatically removed from the list. If the check is redeemed after 7 days, but within 15 days of the date of notification, removal from the dishonored check list will be 6 months from date of payment. If the check is redeemed after 15 days of the date of notification, removal from the dishonored check list will be 1 year.

b. Any person who is convicted of larceny, fraud, forgery, or any other actual or attempted bad check offense, or is held liable in a civil action as a result of any dishonored check written to an agency, instrumentality, or activity of the United States or has an outstanding debt with the local MWR, 60 days past due, shall be placed on the MWR/AAFES Dishonored Personal Check List for the time periods specified within this Order.

c. Civilian employees or service members working at any non-appropriated fund activity will not cash their own personal check or a check written by a member of their household. All such checks shall be handled by another employee.

d. In the case of Marines, whether active, reserve, or retired (including Fleet Marine Corps Reservists), should voluntary action fail to liquidate the debt or a mutually agreeable repayment schedule



not be reached, collection will be made by involuntary lump sum pay checkage per the procedures authorized by reference (b). When pay is insufficient for lump sum collection, the debt will be collected, at the maximum rate authorized, over the fewest possible pay periods in order to minimize the Government's collection costs.

e. Two checks returned for any reason, except bank error, within a 6-month period or 1 check returned and not redeemed within 7 working days of notification, will cause a revocation of personal check cashing privileges for a period of 6 months.

f. When a returned/dishonored check is redeemed through an involuntary checkage of pay, it will result in revocation of personal check cashing privileges for a period of 1 year.

g. When a returned/dishonored check is written off as uncollectible, it will be submitted to the Internal Revenue Service (IRS) under the IRS Off-Set program for collection, and it will cause a revocation of personal check cashing privileges on a permanent basis.

h. When a returned/dishonored check is cashed on a nonexistent or closed account, it will result in revocation of personal check cashing privileges for a period of 1 year.

## 6. Action

### a. Head or Manager of Authorized Check Cashing Activities

(1) Will ensure the issuer possesses a valid Armed Forces Identification Card, Uniformed Services Identification and Privileges Card, or MWR Privilege Card. SNCO's and officers in uniform shall not be required to present any further identification.

(2) Will, as a matter of procedure, require the following minimum information legibly written on all checks presented to their activity: sponsor's name, branch of service, duty assignment, social security number, home address, and home and work telephone numbers.

(3) Will ensure the date of the check is current (not over 90 days old or post dated). Post dated checks are not authorized.

(4) Will ensure two party checks are approved only by those individuals authorized by the MWR Director.

(5) Will ensure personal checks are cashed based on the sponsor's SSN and subject to the following limits: Main Store - \$200 per day; Clubs - \$100 per day; Seven Day Stores (Boyett Village, Auto Center and Package Store) - \$50 per day; and golf course and bowling lanes - \$25 per day.

(6) Will ensure all personnel authorized to verify and/or cash checks for patrons are made aware of, and have access to, the

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dishonored personnel check list. Such lists will be referred to prior to cashing any checks. The verifying employee will initial the check indicating that the dishonored personal check list has been referred to and the individual's SSN does not appear on the list.

(7) Will ensure personnel authorized to verify and/or cash checks are instructed to immediately notify the Activity Manager if an altered check or altered, expired, or fraudulent identification card is presented, and to request the person presenting it to remain in the immediate area.

(8) Will ensure that a copy of the "Privacy Act Statement of 1974," explaining the need for patrons to disclose their SSN number, is displayed for all patrons to see.

b. Director, MWR Division (Financial Management Branch) will take the following actions on dishonored checks:

(1) Attempt to notify the sponsor and/or drawer of the returned check by telephone or letter requesting payment within 7 calendar days. Written requests will be sent using the format contained in enclosure (1).

(2) If the dishonored check has not been redeemed after 7 calendar days, forward enclosure (2) via certified mail with distribution as noted thereon.

(3) Assess a service charge of \$25 per check unless positively established by the bank, in writing, that the returned check by the bank resulted in bank's error.

(4) Initiate collection via pay checkage using enclosure (3) or (4), as applicable, in those cases where voluntary redemption has not been made. Enclosures (3) and (4) will be delivered to the appropriate drop off location within the Command for overnight delivery to the Defense Finance Accounting Service, Kansas City Center, for processing and collection. Such action will be initiated 60 days after initial notification.

(5) Initiate collection action via the IRS in those cases where all other avenues for collection have failed. Such action will be taken in accordance with existing procedures prescribed by the IRS.

(6) Maintain a current and complete file of check cashing violations.

(7) Publish an updated listing of the dishonored personnel check list.

(8) Process all requests for restoration of check cashing

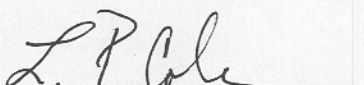


privileges and will update the dishonored personal check list when the Commanding General has determined an individual's check cashing privileges are to be restored.

c. Commanding Officer, Headquarters Battalion will, upon notification of a member's failure to make restitution, ensure that the Commanding Officer or other designated officer representative, counsel the member regarding the responsibility to make timely restitution and that failure to do so will result in involuntary pay checkage. The member will also be advised that continued financial irresponsibility could result in disciplinary action and/or denial of promotion and reenlistment.

d. Provost Marshal will conduct appropriate criminal investigations or refer to other investigative agencies as necessary and provide, upon completion, a report to the requesting official.

7. Applicability. This Base Order is not applicable to the Blount Island Command.

  
L. P. COLE  
Chief of Staff

DISTRIBUTION: B  
MWR Division (10)

SAMPLE FIRST NOTICE DISHONORED CHECK LETTER (NAF)

Morale, Welfare and Recreation Division  
Marine Corps Logistics Base  
814 Radford Boulevard  
Albany, Georgia 31704-1128

7010  
MWR  
Date

FOR OFFICIAL USE ONLY

From: Director  
To:

Subj: NOTIFICATION OF RETURNED CHECK

Encl: (1) Copy of returned check

1. This is to notify you that your check number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ has been returned unpaid from your bank. See the enclosure.
2. You are required to redeem this check plus pay a \$25 service charge within 7 days of receipt of this letter.
3. Until restitution is made, your check cashing, DPP, and, if applicable, MWR in-house charge privileges have been suspended.
4. For military personnel and civilian NAF employees of the MWR, failure to make restitution of this debt, in a timely manner, will result in an involuntary adjustment of your pay in accordance with governing regulations. In addition, any portion of this debt unpaid at the time of your separation may be collected from your final pay and allowances.
5. For all military and civilian personnel, this debt may also be reported to the Internal Revenue Service for deduction from any income tax refund to which you may be entitled under the provisions of Internal Revenue Code D and 31 U.S.C. 3720(A).
6. Payments must be made in cash, bank draft, or money order. When making payment by bank draft or money order, make it payable to MWR. In addition, regardless of the form of payment, please annotate the reason for the payment, your name, and social security number so that proper credit can be made to our records.
7. Should you have questions concerning this matter, please call \_\_\_\_\_ at (912) 888-6801.

ENCLOSURE (1)



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8. If payment has already been made, please disregard this letter.
9. Your prompt attention to this matter is greatly appreciated.

(Name)  
By direction

ENCLOSURE (1)

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SAMPLE SECOND NOTICE DISHONORED CHECK LETTER (NAF)

UNITED STATES MARINE CORPS  
Morale, Welfare and Recreation Division  
Marine Corps Logistics Base  
814 Radford Boulevard  
Albany, Georgia 31704-1128

7010  
MWR  
Date

CERTIFIED MAIL RECEIPT NUMBER: \_\_\_\_\_

From: Director  
To:

Subj: SECOND NOTIFICATION OF RETURNED CHECKS

Encl: (1) Copy of returned check(s)

1. You are hereby notified that a check(s) or instrument(s) numbered \_\_\_\_\_, for the amount of \$\_\_\_\_\_, issued by you on \_\_\_\_\_ (date), drawn upon \_\_\_\_\_ (name of banking institution), and payable to \_\_\_\_\_, has been dishonored. Pursuant to 18 U.S.C. Sections 7 and 13 in conjunction with O.C.G.A. 16-9-20, you have 10 days from receipt of this notice to tender payment of the full amount of the check(s) or instrument(s) plus a service charge of \$\_\_\_\_\_, the total amount being \_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_). Unless this amount is paid in full within the specified time above, a presumption in law arises that you delivered the item(s) with the intent to defraud and the dishonored check(s) or instrument(s) and all other available information relating to this incident may be submitted to the Magistrate for the issuance of a criminal warrant or citation or to the District Attorney or Special Assistant United States Attorney for criminal prosecution.

2. Should you have any questions concerning this matter, please call \_\_\_\_\_ at (912) 888-6801.

3. If payment has already been made, please disregard this letter.

(Name)  
By direction

Copy to: Commanding Officer

ENCLOSURE (2)



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**SAMPLE DD FORM 139**  
**PAY ADJUSTMENT AUTHORIZATION FOR ACTIVE DUTY AND RESERVE MARINES**

<b>PAY ADJUSTMENT AUTHORIZATION</b>				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER'S NAME (Last, First, Middle Initial)		GRADE		SERIAL		DATE	
PAY GRADE NO.		LAST PAY RECORD GRADE/DATE OF PROMOTION		AMOUNT		APPROPRIATION DATA	
FROM				NAME OF ACCOUNTABLE O. & C.			
STORAGE NO.				S.A. EXCEPTION CODE			
<p align="center">For Active Duty Marines: Servicing Marine Corps Disbursing Officer For Reserve Marines: CO, Marine Corps Finance Center (CPJ-26), Kansas City, Missouri 64197-0001</p>						<p align="center">YOU ARE HEREBY AUTHORIZED TO</p> <p align="center"><input type="checkbox"/> CHARGE    <input type="checkbox"/> CREDIT</p> <p align="center">THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE</p>	
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
Check Number: (        ) Drawn on: (BANK NAME) Date: Amount: \$ Authorized Charges: \$ Total: \$				<b>NONAPPROPRIATED FUND ACTIVITIES</b> USE THIS BLOCK FOR ANY SPECIAL CHECK MAILING INFORMATION.			
<p>"The Marine named above was notified in writing by (NAFI OFFICIAL) on (DATE) concerning this indebtedness to Nonappropriated Fund Activities for dishonored check(s) (copies attached) in the amount of (AMOUNT). The notification contained all the advisements required by Chapter 7 of the DODPM, including our intention to begin collection through deductions from pay if the debt was not paid within 60 days or if a mutually agreeable repayment schedule was not established within 60 days. The notification also indicated that any portion of the debt remaining uncollected at separation would be collected from the Marine's final pay and allowance. The Marine's commanding officer was notified on (DATE) to assist with collection of the debt. No payment has been received to date. Request collection action be taken per DODPM, table 7-7-5."</p>							
<b>ONLY OFFICIALS DESIGNATED BY THE COMMANDER ARE AUTHORIZED TO CERTIFY BELOW.</b>							
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.							
FROM				CERTIFYING OFFICER (Name, Grade, Signature, and Signature)			
I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D. Q.'s signature and symbol number.)							
<b>CERTIFICATE</b> TO				TYPED NAME AND GRADE OF D. Q.			
				D. Q. SYMBOL NO.		DATE	
				SIGNATURE			

**DD FORM 139 (4 PT)**  
1 MAY 68  
GPO 6162-1, 7-68 to 10-61

REPLACES DD FORM 114, 1 OCT 48, DD FORM 108, 1 JAN 49, MAR. 5, AND 6, FORMS 648, 647, AND 646, MATING 60-50 AND MATING 67-50. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

Form approved by Comp. Gen. U.S.  
April 28, 1972

ENCLOSURE (3)